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GENERAL ORDERS, }
No. 252. }

WAR DEPARTMENT,
ADJUTANT GENERAL'S OFFICE,
Washington, August 31, 1864.

Regulations for the examination of officers of the Quartermaster's, Subsistence and Pay Departments, under the following Act, to provide for the examination of certain officers of the army.—[See G. O., 221, of 1864.]

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That every quartermaster and assistant quartermaster, and every commissary and assistant commissary of subsistence, and every paymaster and additional paymaster shall, as soon as practicable, be ordered to appear for examination as to his qualifications before a board to be composed of three staff officers of the corps to which he belongs, of recognized merit and fitness, of whom two at least shall be officers of volunteers, which board shall make a careful examination as to the qualifications of all officers who may appear before them in pursuance of this act, and shall also keep minutes and make a full and true record of the examination in each case. And all members of such boards of examination shall, before proceeding to the discharge of their duties as herein provided, swear or affirm that they will conduct all examinations with impartiality, and with a sole view to the qualifications of the person or persons to be examined, and that they will not divulge the vote of any member upon the examination of any officer who may appear before them.

SEC. 2. *And be it further enacted,* That such boards of examination shall be convened, under the direction of the Secretary of War, by the Quartermaster General, the Commissary General of Subsistence, and the Paymaster General, at convenient places; and general rules of examination and a standard of qualifications shall be prescribed by said officers, subject to the approval of the Secretary of War, and shall be published in General Orders.

SEC. 3. *And be it further enacted,* That after such General Orders shall have been published for sixty days, if any officer who shall then be ordered before a board of examiners, under the provisions of this act, shall fail for thirty days after receiving such special order to report himself as directed, all his pay and allowances shall cease and be forfeited until he does appear and report for examination; and if he shall still thereafter fail for a further period of thirty days

so to appear, he shall thereupon be dropped from the rolls of the army; *Provided, however,* That if such failure to appear and report shall have been occasioned by wounds or sickness, or other physical disability, then there shall be no forfeiture of pay until thirty days after such disability has been removed; but if in sixty days after the disability is removed the officer shall not report himself, he shall then be dropped from the rolls as in other cases.

SEC. 4. *And be it further enacted,* That if the board of examination shall report that any officer does not possess the requisite business qualifications, they shall forward the record of the examination of such officer to the head of the bureau to which he may belong; and if the head of such bureau shall approve the finding and report of the board, he shall forward the same through the Secretary of War to the President of the United States; and if the President shall confirm the same, the officer so failing in his examination shall, if commissioned, be dismissed from the service with one month's pay; and if not yet commissioned, his appointment shall be revoked. And if the board shall report that any officer fails to pass a satisfactory examination by reason of intemperance, gambling, or other immorality, and if the head of the bureau shall approve the finding and report of the board, and the same being communicated as before provided, to the President and confirmed by him, then such officer shall be dismissed from the service without pay, and shall not be permitted to re-enter the service as an officer; *Provided,* That such dismissal shall not relieve him from liability under enlisting laws for any offence he may have committed.

SEC. 5. *And be it further enacted,* That the boards of examination shall forward all their records of examination to the heads of the bureaus to which they appertain, and such records shall be filed in the proper bureaus with a suitable index; and any officer who may desire it, shall be entitled to receive a copy of the record in his own case, upon paying the cost of copying the same.

Approved June 25, 1864.

In order to carry out the provisions of the foregoing act, the following regulations are established.

I. The Quartermaster General, Commissary General, and Paymaster General, will submit for the approval of the Secretary of

War, the names of officers of their respective departments, who shall constitute boards of examination within certain geographical districts, to be also designated by the said chiefs of bureaus. The districts and boards having been approved by the Secretary of War, will be announced in Special Orders, by the Adjutant General.

II. The several boards will be strictly governed by the provisions of the act of June 25, 1864, in relation to the examinations and records.

III. The several heads of bureaus named in the act, will provide for the appearance of all the officers of their respective departments, before the boards, and decide whether economy and the interests of the service require that the said officers shall leave their stations to appear before the boards, or whether the boards shall adjourn from place to place to visit the stations of the officers to be examined. All details as to time and place of convening, modes of proceeding of the boards under the law; forms of record &c., and the appearances of officers before them, will be arranged and communicated to the boards by the chiefs of their respective bureaus, after the boards and districts are announced by the Adjutant General.

IV. Any of the examining boards may call upon the nearest U. S. medical officer, to examine and give his professional opinion as to the health, constitution, &c., of the officers brought before them.

V. The boards will conduct their proceedings and make up their records in a manner assimilated as nearly as practicable to those of Courts Martial, each case being kept separate and complete by itself. They may call for such witnesses and papers as may be necessary during their examinations. They will be allowed such clerical force and at such rate of compensation as the chiefs of their respective bureaus may deem proper. Each clerk will be duly sworn to perform his duties with fidelity and fairness, and not to divulge any part of the proceedings.

VI. The following oath will be administered to all members of the examining boards, in compliance with the first section of the act: We do solemnly SWEAR that we will conduct the examination in the cases of the officers before us, without partiality, favor, or affection, and with a sole view to determine their qualifications, and we do further swear that we will not discover nor disclose the vote or

opinion of any particular member of this board, nor divulge the result of any examination in any case brought before us. So help us God.

VII. The following are the general rules of examination and standards of qualification prescribed by the heads of bureaus, and approved by the Secretary of War:

For Officers of the Quartermaster's Department.

The examinations of quartermasters and assistant quartermasters under the act of June 25, 1864, will be so conducted by the board of examiners as to ascertain the qualifications of the officer under examination, whether mental, moral, or physical.

No officer should be reported qualified against whom there appears anything disabling him from the performance of all the ordinary duties of his office and station. He should be able to show a good moral character.

If any grounds of suspicion of dishonesty, "intemperance, gambling or other immorality" appears, it should be stated to him, and he should be required to satisfy the board that such suspicion is unfounded. His physical constitution should be robust and such as will fit him for the active duties of a military life. Any infirmity, whether resulting from age or disease, or any other cause, which would disqualify him for active service, will be cause of rejection.

The only exception to this rule will be the case of infirmity resulting from wounds, or disease incurred in the performance of his military duty since his appointment in the Quartermaster's Department, and the consequence of necessary exposure in such duty.

Cases of this kind will be made the subject of special reports, which should set forth fully the nature and degree of the disability, and the manner, time and place in which it was incurred.

An assistant quartermaster or quartermaster should be able to read and write English with facility, and to perform readily the ordinary operations of arithmetic in use in commercial transactions. If a new appointee, he should be able to show familiarity with the details of ordinary commercial business, such as the casting of accounts, the drawing of checks, keeping of books and records.

Being supplied with the rules and regulations of the army, he

should be required to show capacity for understanding those relating to the Quartermaster's Department, and to satisfy the board, that he possesses such general intelligence and aptitude for business as will enable him, with the aid of the regulations and the manuals in use in the army, to become a useful and efficient officer.

If the officer under examination has had some experience in the service he should be able to satisfy the board that he has made himself acquainted with the regulations, so as to be able to make out a complete set of the returns, reports, accounts and records required by the regulations of the Quartermaster's Department. That he understands how Quartermaster's funds and supplies are to be obtained, receipted for, preserved, issued, transferred, transported, condemned and accounted for.

He should be also sufficiently acquainted with the general regulations of the army to be able to refer to any article thereof relating to the business of the Quartermaster's Department.

He should satisfy the board that he is not a partner or interested in any commercial firm or business dealing in such supplies and stores as are usually purchased by the Quartermaster's Department.

For Officers in the Subsistence Department.

The examination will include the following:

1. The occupation of the officer previous to his entry into service.
2. The length of time in service, and the manner in which his duties were performed during that time.
3. Writing—style and general knowledge of business and official correspondence.
4. Arithmetic—so far as to enable him to conduct satisfactorily the details pertaining to the duties of his office.
5. Business qualifications—general aptitude and intelligence.
6. Physical qualifications sufficient to perform in the field such duties as his position may require of him.
7. Moral character.

For Officers in the Pay Department.

That the standard of qualifications for an officer of the Pay Department be: the capacity to write business letters legibly and intelligibly; to be thoroughly acquainted with arithmetic; to be quick and

accurate in computations; to have proper physical capacity, in point of age and health, to enable him to travel in and endure the vicissitudes of climates; to be of good moral and business habits, and to have a fair knowledge of his duties for the time he has been already in the Department.

BY ORDER OF THE SECRETARY OF WAR:

E. D. TOWNSEND,

Assistant Adjutant General.

OFFICIAL:

Assistant Adjutant General.